

Wisconsin Enterprise Architecture Team (WEAT)
January 24, 8:30 – Noon, DOA Building, Conference Room 9A (9th Floor)

Invited Attendees:

WEAT Voting Members:

- Doug Bingenheimer, (Team Leader/Chief Enterprise Architect - DET)
- Keith Hazelton (UW representative)
- Bud Borja (Milwaukee Co., local government representative)
- Mickey Crittenden (Rock Co., local government representative)
- Jay Jaeger (DOT, large state agency representative)

- Diane Kohn (DWD, large state agency representative)
- Judy Heil (DET customer service rep)

Team Facilitator - Tekla Wlodarczyk (DET Administrator's Office, Enterprise Architect)

DET Representatives

- Max Babler (DET Operations Representative)
- Allen Poppe (DET Development Representative)
- Erik Mickelson (DET Infrastructure and Networks)

- Rob Keis (DET Security Team Leader)
- Kevin Acker (SIS Technical Lead)

Agenda

#	Time	Item	Presenter	Item Description	Discussion	Action Item(s)	Responsible Person	Due Date
1	8:30	Questions Regarding SIS Documents Currently Under Review	Kevin Acker	1) 63 V_02 Support Tools Recommendation - Remote Access 120105.doc 2) 65 V_01 Server Virtualization Standard.doc				
2	8:45	Update on process improvements (see attached document for details) Guidance / Other needs?	Doug Bingenheimer	- Communications plan - Enhancements to WEAT and EA website -WEAT workload management -Membership -Info gathering -Administrative items Other needs? e/g. "Informational filing for WEAT review" and stakeholder / agency review and comment process				
3	9:30	"Enterprise Architecture" Versus "Technical Architecture"	Jay Jaeger & Kevin Acker	Define "enterprise architecture" versus "technical architecture." Intended Purpose?				
	10:00	BREAK						
4	10:15	Strategic, Transitional and Sunset Technology Decisions	Doug Bingenheimer	Discuss WEAT's role in and criteria for decisions. e.g. HP Openview NT 4.0 and 5.5 Other?				
5	10:45	2006 WEAT Proactive initiatives	All Team Members	Continue to identify the goals, objectives and deliverables for WEAT to address in the coming year. 1) Identify "high-value"				

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				<ul style="list-style-type: none"> topics - Other sources of input needed? 2) Triage and Prioritize 3) Receive input from others (Matt)? 4) Set high level scope for Top 3 topics 5) Identify process and actors / stakeholders <p>List from last meeting:</p> <ul style="list-style-type: none"> - Update Technical Reference Model - Update WEAT Principles - Update WEAT Charter - Identify how to bring in other branches of government (legislative, judicial) - Develop WEAT Communication Plan (to include all types of communication regarding WEAT activities) - Define Boundaries of WEAT - Define "enterprise" and "extended enterprise" to help others understand what is in the scope of WEAT. - Create Process for Informational Filing - Determine WEAT role in strategic planning - NT 4 & Exchange 5.5 and Develop Entire Sunset Process - Document Policy, Procedure, Standard, Best Practice, etc. Review/Approval Process - Establish an Extranet for WEAT - Select Enterprise Architecture Tool 				
6	11:50	Other? Adjourn						

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WEAT Actions since Last Meeting 01/10/2005

Date Completed	Item	Description	Next Steps
01/10/06	Vote #6	1. SAN Configuration Technical Design - No changes requested at meeting. (Tracking # 26 V.02 11/21/05) – Not approved by WEAT 2. Support Tools Recommendation Virtual Private Network (VPN) (Tracking #15 V.01) - Approved by WEAT and published on web.	1. SAN Configuration Technical Design was not approved. Kevin discussed some changes with WEAT. Once changes are made, WEAT will revote. 2. Virtual Private Network –Sent to Matt for approval.
01/10/06	Vote #7	Server Naming Convention (Tracking #02 V.02, Draft: 12/20/05) – Approved by WEAT and published on web.	Sent to Matt for approval.

Items To Bring To CIO

Item	Description	Next Steps	Responsible Party	Due Date
Project Prioritization List	Senior leadership has developed a prioritization list. Can this be shared with WEAT?	Ask Matt regarding ability to share this list.	Doug Bingenheimer	1/24/06 - Action - Yes – Attached
CIO's Regular Attendance at WEAT	Can Matt set a schedule to attend WEAT on a regular basis, such as bi-monthly?	Ask Matt regarding attendance and try to schedule for remainder of the year.	Doug Bingenheimer	1/24/06 Yes – Again In 2 nd meeting in February and bi-monthly thereafter – being scheduled on Matt's calendar

Outstanding Items

Item	Description	Next Steps	Responsible Party	Due Date
WEAT Membership	Fill vacancies. • Doug Bingenheimer (CEA - DET representative - only votes to break ties) • Mickey Crittenden (Rock Co., local government representative) • Bud Borja (Milw Co, local government representative) • Jay Jaeger (DOT, large state agency representative) • Diane Kohn (DWD, large state agency representative) • Keith Hazelton (UW representative) • Judy Heil (DET customer service rep) • DET operations architect rep (vacancy) • Small agency rep (vacancy) • Small agency rep (vacancy) • Applications management rep (vacancy)	<ul style="list-style-type: none"> Identify nominees Obtain approval from candidate's agency Appointment by CIO 	Doug Bingenheimer	Current work

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Extranet for WEAT	If WEAT is to truly have an extended enterprise focus then the WEAT information needs to be available to the extended enterprise.	<ul style="list-style-type: none"> Research options / needs in context of website content publishing project (see improvements plan) Identify if this is currently possible. 	Tekla Włodarczyk	February
Possible need for a formalized forum within WEAT process for review and comment by agencies / stakeholders	One issue regarding WEAT's role is that there is no other formalized forum for review or comment by agencies / stakeholders. This type of review should be worked into the process in the future.	<ul style="list-style-type: none"> Develop the desired process / workflow. Publish process Communicate Process availability (Push info?) 	Tekla Włodarczyk	Long-term

Future Agenda Items

Suggested Meeting Date	Item	Contact	Description
February – 2 nd meeting	WEAT's Role in Review of Agency Strategic Plans	Doug Bingenheimer	Need to determine what WEAT's role: 1) Should WEAT be involved in reviewing and perhaps recommending action to the CIO on the agencies' strategic plans and 2) WEAT review to identify multi agency needs / enterprise opportunities and input into things that might be on WEAT's proactive agenda. NOTE: Actual strategic plan requirements from DET have not yet been finalized.
April – 1 st meeting	NT 4 & Exchange 5.5	Max Babler	Discuss issues regarding continuing need for support / maintenance – plan for this sunset technology
February	Informational Filing	Jay Jaeger	A question was raised that outside of SIS, how will WEAT find out about efforts/projects occurring that will have a strategic impact on enterprise architecture. WEAT suggested developing an "informational filing" process in which as a part planning projects that met a certain criteria, the project team would complete information on some type of form and submit to WEAT.